



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions

Issue Date: September 30, 2016

☒ Employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions

Posting No.: 311-16

☐ Interested individuals who meet the stated requirements

TITLE: Technical Assistant, Management Information Systems **SALARY:** \$36,158.13 - \$50,644.71

LOCATION: Central Office, Office of Information Technology – Trenton, NJ

JOB DESCRIPTION: Under supervision assigned to a program or operational unit having responsibility for a specific, existing information processing system operation, performs technical functions in support of management information systems used to process carried types of financial, program, or other information unique to the unit; operates computer terminal or PC for information processing; installs, utilizes, maintains, and troubleshoots information processing systems and system software; organizes, inputs, processes, and outputs source materials, raw data, and processed data; sets up and maintains data bases and software files; performs file maintenance; provides technical information/assistance to other system users; does other related duties.

REQUIREMENTS

EDUCATION: Completion of sixty (60) semester hour credits from an accredited college or university.

NOTE: Two (2) years of experience in the gathering, retrieval, maintenance, compilation, and distribution of technical information in a public or private organization may be substituted for the above education requirement.

NOTE: Twenty-four (24) semester hour credits in a data processing from an accredited college or university may be substituted for up to two (2) years of the required education and/or experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

PLEASE INCLUDE RESUME *AND COPY OF TRANSCRIPTS IF APPLICABLE (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN October 17, 2016.

Forward Response To:

Civilian Recruitment – Office of Human Resources
Central Office Regional Personnel Services, Region 6
P.O. Box 863
Trenton, NJ 08625-0863

**Emailed resumes are to be
sent only to:**

Civilian.Recruitment@doc.nj.gov